

Using the Everbridge **Health Screening Application** **CUNY Students, Faculty, and Staff**

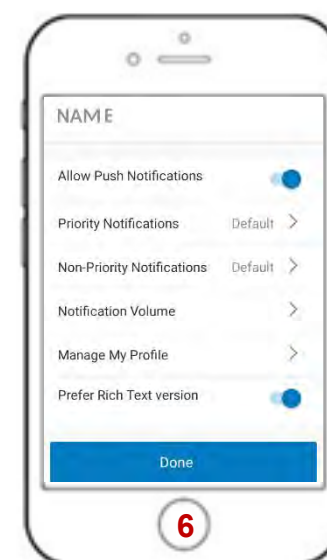
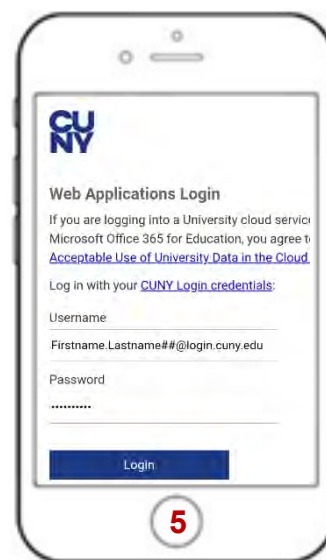
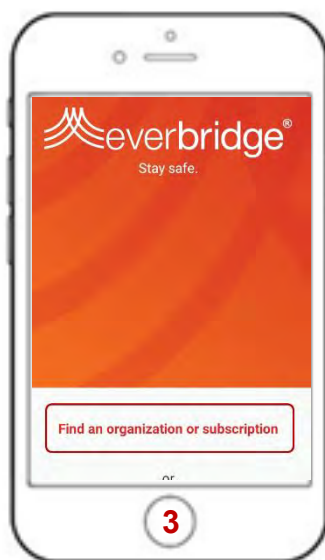
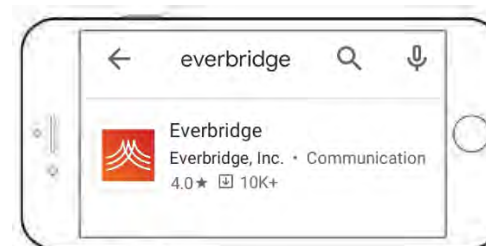
BEFORE YOU ENTER A CUNY BUILDING, MAKE SURE YOU’VE COMPLETED YOUR SYMPTOM CHECKER.

All CUNY buildings and offices require that all faculty, staff, students, and guests complete the Symptom Checker before coming into the office or a Campus location. This simple Symptom Checker can be accessed from your mobile phone each day before your visit to a CUNY building.

After a brief one-time setup of the Everbridge app, the Symptom Checker takes less than two minutes to complete. It is an important reminder to consider whether you have symptoms of – or have been exposed to someone with – COVID-19 before you enter a CUNY facility. The Symptom Checker results in either a green token (approved to come in) or a red token (not approved to come in), and you will be required to show your results to the screeners at your CUNY location upon entry.

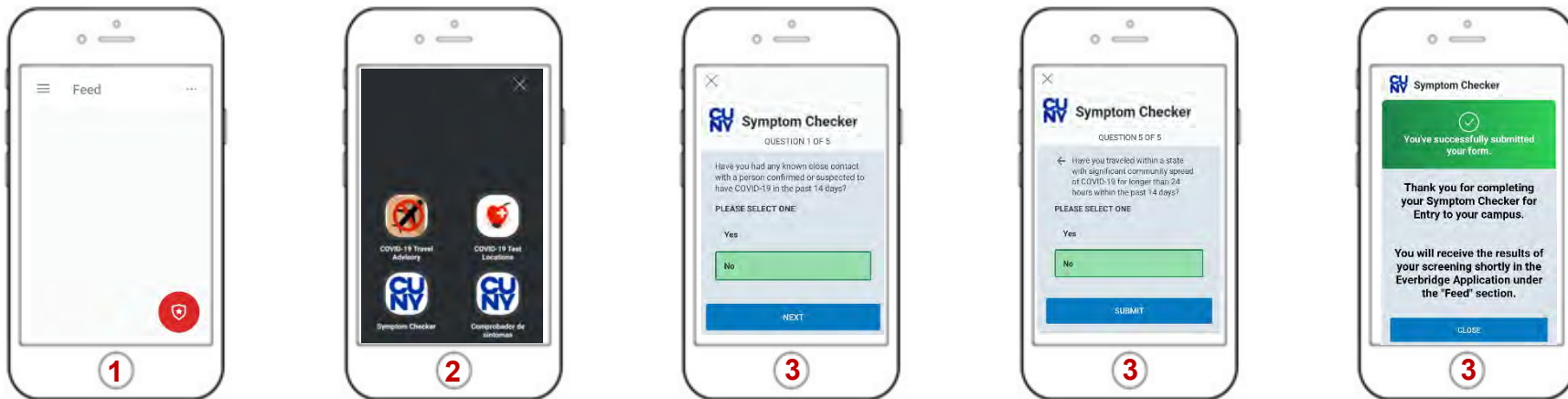
One-Time Setup

1. Navigate to the App store on your phone and search for **Everbridge**.
2. Download, install, and open the Everbridge app.
3. Click **Find an Organization or subscription** button on the Everbridge splash page.
4. Search for **CUNY**. Select the **CUNY – Health Screening** option. Do not choose NYAlert.
5. You will be taken to the CUNY Web Applications Login page. Log in using your CUNY Login credentials. (Username: Firstname.Lastname##@login.cuny.edu)
6. Set your notification preferences and click the **Done** button.



Symptom Checker

1. Within the Everbridge app, click the **Shield icon** in the bottom right corner. If you do not see the Shield icon, restart the app.
2. Click the **Symptom Checker icon**.
3. Go through the questionnaire, answer all five questions, and click **Submit**.



For Your Information

When you click the Shield icon in step 1, you will see icons for the COVID-19 Travel Advisory and COVID-19 Test Locations.

You can view the list of states with significant community spread of COVID-19 within the **COVID-19 Travel Advisory**.



You can view the list of test locations near you within the **COVID-19 Test Locations**.



4. You will receive a notification of a new message in your Feed within a few minutes.
5. Your token will be available to you within your Everbridge Feed. Open and present it to the screener when you are entering your CUNY location.

